

Handout Number 1

ARCADIS G&M

GSA Contract No. GS-23F-0339K for Professional Engineering Services – Worldwide

B.1 SERVICES AND PRICES/COSTS

The Contractor shall provide Professional Engineering Services to authorized users of the Contract on a worldwide basis as specified in the task order placed by the ordering activity. The Contractor shall be required to provide all services in accordance with the requirements of any resultant contract and shall assure effective performance of all services described herein.

Pricing submitted should be in accordance with commercial practices (e.g., labor rates or fixed unit prices).

If pricing is based on labor rates, the contractor shall supply and clearly define each labor category provided in Section B.3. Each labor category definition must include experience, minimum training, certifications, if applicable and degrees. Although this acquisition is for professional engineering services, any labor category incidental to and in support of the professional engineering service must also be listed, priced and defined.

B.2 B-FSS-96 ESTIMATED SALES (NOV 1997)

The “Estimated Sales” listed for each Special Item Number (SIN) in the Schedule of Items are based on focus group estimates. This is a new schedule with no previous sales history.

B.3 DESCRIPTION AND SCHEDULE OF ITEMS

The SINs structured below are in a phased format. The phases represent the cycle of an engineering requirement. These SINs apply to Civil and Electrical Engineering Disciplines, see handout for additional information.

871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites – such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man made electronic interference. Inappropriate use of this SIN is providing professional engineering services not specifically related to strategic planning for technology programs/activities and its associated disciplines.

871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

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Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

871-4 TEST AND EVALUATION

Services required under this SIN involves the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

Example: The navigation satellite working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and its associated disciplines.

871-5 INTEGRATED LOGISTICS SUPPORT

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures.

Inappropriate use of this SIN is providing professional engineering services not specifically related to integrated logistics support and its associated disciplines.

871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

Inappropriate use of this SIN is professional engineering services not specifically related to acquisition and life cycle management and associated disciplines.

***Services Not Included:**

The following services are not currently being solicited. However, GSA reserves the sole right to include these services under PES at a future time during the period of performance. If GSA exercises this right, it will refresh the solicitation and consider offers from all eligible sources.

1. Construction and Architect-Engineering Services as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property). Offerors interested in providing these services may contact GSA's Public Buildings Service (PBS) for additional information.

2. Computer Engineering and Information Technology. Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information (contact Chuck Popelka at (703) 305-7573).

3. Environmental Advisory Services as listed below are not currently being solicited. These services are covered under the GSA Environmental Advisory services contract.

4. Foundations and Landscaping Engineering. Offerors interested in providing foundations and landscaping engineering are directed to contact GSA's PBS for additional information.

5. Heating, Ventilation and Air-Conditioning (HVAC) related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offerors interested in providing these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.

6. Research and Development as set forth in FAR Part 35.

7. Products/materials already solicited under other Federal Supply Service (FSS) Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

Handout Number 1 - Continued

GSA Contract No. GS-23F-0339K for Professional Engineering Services – Worldwide

C.2 ADDENDUM TO 52.212-4

C.2.0 STATEMENT OF WORK

BACKGROUND

This is a new solicitation for Professional Engineering Services (PES). The purpose of this solicitation is to provide a vehicle for all Government agencies to obtain the services of qualified/experienced contractor(s) under a Multiple Awards Federal Supply Schedule (FAR Part 8--as well as Part 38) that will provide PES in an efficient, streamlined, and cost effective manner in accordance with applicable statutes and regulations. Agencies will issue task orders in accordance with the procedures found in Section C.2.46, Ordering Procedures for Services and C.2.47, Special Provisions for Task Orders, of this solicitation to obtain the services required. A task order may contain any service or combination of services described herein. The contractor may be required to manage more than one task at a time. However, there is no guarantee as to the volume of work that may be required by task orders.

OBJECTIVE

To provide a Multiple Award Schedule to Federal government agencies for obtaining high quality professional engineering services in varying degrees, from small-scale to broad-based efforts to complete outsourcing.

SCOPE OF WORK

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The Government will determine the Contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-materials.

There are four primary disciplines in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under PES. For specialties asterisked below, see paragraph entitled "Services Not Included", for limitations on the extent to which the specialty is included.

Chemical Engineering:

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter, and relationships are examined and new and conventional chemical materials, products and processes are produced and/or manufactured.

It includes, but is not limited to, planning, evaluating or operation of chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Within the chemical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

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|-------------------|-------------------------|----------------------|
| ✓ Refining | ✓ Petrochemicals | ✓ Food |
| ✓ Pharmaceuticals | ✓ Textiles | ✓ Pulp and Paper |
| ✓ Ceramics | ✓ Electronic Components | ✓ Biotechnology |
| | ✓ & Chemicals | ✓ Safety engineering |
| | ✓ Other Chemical | |
| | Engineering Specialties | |
| | not | |
| | listed in the | |
| | “Services not | |
| | Included Paragraph” | |

• Civil Engineering:

Planning, evaluation and constructed infrastructure of facilities and buildings, transportation systems, water, earthworks, and other structures.

It includes, but is not limited to, planning, evaluation, and operations of bridges, dams, airports, highways, transportation systems, large buildings, power generating plants, sewage systems, water resources and supply, waste treatment facilities, soil, rock, etc. It also includes the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning.

Within the civil engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

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|-------------------------|------------------|------------------|
| ✓ Structural* | ✓ Transportation | ✓ Environmental* |
| ✓ Water resources | ✓ Geotechnical | ✓ Surveying |
| ✓ Other Civil | | |
| Engineering Specialties | | |
| not | | |
| listed in the | | |
| “Services not | | |
| Included Paragraph” | | |

- **Electrical Engineering:**

Planning, design, development, evaluation and operation of electrical principles, models and processes.

It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.).

Within the electrical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

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|--|--|--|
| ✓ Aerospace and Electronic Systems | ✓ Antennas and Propagation | ✓ Broadcast Technology |
| ✓ Circuits and Systems | ✓ Communications | ✓ Components Packaging, and Manufacturing Technology |
| ✓ Computer* | ✓ Consumer Electronics | ✓ Control Systems |
| ✓ Dielectrics and Electrical Insulation | ✓ Education | |
| ✓ Geoscience & Remote Sensing | ✓ Engineering Management | ✓ Electromagnetic Compatibility |
| ✓ Information Theory | ✓ Industrial Electronics | ✓ Engineering in Medicine and Biology |
| ✓ Lasers & Electro-Optics | ✓ Intelligent Transportation Systems | |
| ✓ Nuclear and Plasma Sciences | ✓ Magnetism | ✓ Industry Applications |
| ✓ Power Electronics | ✓ Neural Networks Council | ✓ Instrumentation and Measurement |
| ✓ Reliability | ✓ Power Engineering | ✓ Microwave Theory and Techniques |
| ✓ Solid-State Circuits | ✓ Robotics & Automation | ✓ Oceanic Engineering |
| ✓ Vehicular Technology | ✓ Systems, Man, and Cybernetics | ✓ Professional Communication |
| ✓ Signal Processing on Social Implications of Technology | ✓ Ultrasonics, Ferroelectrics, and Frequency Control | ✓ Other Electrical Engineering Specialties not listed in the "Services not Included Paragraph" |

- **Mechanical Engineering:**

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another.

It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of

mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

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|-------------------------------------|---|--|
| ✓ ASME Heat Transfer/K16 | ✓ Advanced Energy Systems | ✓ Aerospace Engineering |
| ✓ Applied Mechanics | ✓ Bioengineering | ✓ Design Engineering* |
| ✓ Dynamic Systems and Control | ✓ Electrical and Electronic Packaging | ✓ Environmental Engineering* |
| ✓ Fluids Engineering | ✓ Fluids Power Systems and Technology Systems | ✓ Fuels and Combustion Technologies |
| ✓ Heat Transfer | ✓ Information Storage and Processing Systems | ✓ Internal Combustion Engine |
| ✓ International Gas Turbine | | |
| ✓ Materials | ✓ Manufacturing Engineering * | ✓ Microchannel flow and heat transfer |
| ✓ Noise Control and Acoustics | ✓ Management | ✓ Nuclear Engineering |
| ✓ Ocean Engineering | ✓ Materials Handling Engineering* | ✓ Petroleum |
| ✓ Plant Engineering and Maintenance | ✓ Non-Destructive Evaluation Engineering | ✓ Pressure Vessels and Piping |
| ✓ Process Industries | ✓ Offshore Mechanics and Arctic Engineering | ✓ Safety Engineering and Risk Analysis |
| | ✓ Rail Transportation | |
| ✓ Solar Energy | ✓ Power | ✓ Technology and Society |
| ✓ Textile Engineering | ✓ Other Mechanical Engineering Specialties | ✓ Solid Waste Processing |
| ✓ Tribology | not listed in the “Services not Included Paragraph” | |

The following non-inclusive list represents a sampling of the types of engineering tasks contemplated:

- ◆ Acquisition and life cycle management
- ◆ Analysis of program goals, mission, objectives, performance
- ◆ Assessment Support
- ◆ Computer Aided Design (CAD)
- ◆ Computer Aided Engineering (CAE)
- ◆ Computer Aided Management (CAM)

- ◆ Concept development
- ◆ D&D (decontamination and decommissioning)
- ◆ Demonstration and Validation
- ◆ Design/Specifications
- ◆ Documentation and Information Dissemination
- ◆ Economic/Business case analysis
- ◆ Economic impact evaluations
- ◆ Education/training
- ◆ Environmental control for electrical units (e.g., cooling units)
- ◆ Forensic engineering
- ◆ Independent Verification and Validation (IV&V)
- ◆ Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)
- ◆ Instrumentation
- ◆ Integration
- ◆ Investigative Engineering Service
- ◆ Life Cycle Costing
- ◆ Logistics
- ◆ Long-term Reliability and Maintainability
- ◆ Migration Strategy
- ◆ National Academy of Sciences studies
- ◆ O&M (operation and maintenance)
- ◆ Operations Research (Non R&D)
- ◆ Permitting and Licensing
- ◆ Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems
- ◆ Privatization
- ◆ Program and Project management
- ◆ Prototype development and first article(s) production
- ◆ Radar/Sonar
- ◆ Regulatory compliance support
- ◆ Reliability and Maintainability Analysis
- ◆ Reverse engineering
- ◆ Signal processing
- ◆ Simulation and modeling
- ◆ Site development
- ◆ Source data development (forward engineering hardware and software systems)
- ◆ Source data validation (existing hardware and software systems)
- ◆ Special projects and studies
- ◆ Statistical analysis
- ◆ Support services
- ◆ Systems engineering data base development, maintenance, and analysis
- ◆ Technical analysis
- ◆ Technical and management support

- ◆ Technical writing/editorial support
- ◆ T&E (test and evaluation) of products and systems

Personnel categories for professional engineering services anticipated include, but are not limited to:

- ◆ Administrative
- ◆ Biologists
- ◆ Chemists
- ◆ Consultants
- ◆ Documentation specialists
- ◆ Economists
- ◆ Engineering and technical analysts
- ◆ Engineering software developers and analysts
- ◆ Engineers
- ◆ Information specialists
- ◆ Logistics engineers and technical specialists
- ◆ Material management engineers and technical specialists
- ◆ Naval architects
- ◆ Operations research specialists
- ◆ Physicists
- ◆ Project/program analysts/leaders/managers
- ◆ Scientists
- ◆ Statisticians/mathematicians
- ◆ Support
- ◆ Technicians
- ◆ Trainers
- ◆ Writers

***Services Not Included:**

The following services are not currently being solicited. However, GSA reserves the sole right to include these services under PES at a future time during the period of performance. If GSA exercises this right, it will refresh the solicitation and consider offers from all eligible sources.

1. Construction and Architect-Engineering Services as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property). Offerors interested in providing these services may contact GSA's Public Buildings Service (PBS) for additional information.

2. Computer Engineering and Information Technology. Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information (contact Chuck Popelka at (703) 305-7573).

3. Environmental Advisory Services as listed below are not currently being solicited:

- Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans,

studies, and consultations; economic, technical, and risk analyses in support of environmental needs)

- Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;
- Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)
- Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.
- Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services.
- Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).

Offerors interested in providing environmental advisory services are directed to contact GSA's group 899 Schedule for additional information (contact Joan Rodgers at (253) 931-7900).

4. Foundations and Landscaping Engineering. Offerors interested in providing foundations and landscaping engineering are directed to contact GSA's PBS for additional information.

5. Heating, Ventilation and Air-Conditioning (HVAC) related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offerors interested in providing these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.

6. Research and Development as set forth in FAR Part 35.

7. Products/materials already solicited under other Federal Supply Service (FSS) Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

DEFINITIONS

1. Agency – Includes all authorized users of this Federal Supply Schedule, as listed in the Scope of Contract Clause.
2. Commercial Item – See FAR 2.101.
3. Contracting Officer (CO) – Individual at the General Services Administration (GSA) authorized and warranted to issue contracts and to make subsequent modification(s). The CO has the authority to make determinations on all matters of dispute regarding this contract.

4. Contracting Officer's Technical Representative (COTR) – A Federal employee who assists the ordering agency contracting officer (OACO) in the administration of task orders issued under this contract. The COTR is primarily responsible for the day to day program management of the ordering activity's task orders. Ordering agencies may have different designators for this category (e.g., GTR – Government Technical Representative, COR – Contracting Officer's Representative, etc.).
5. Engineering Disciplines – There are four (4) primary engineering disciplines (PED) with multiple sub-disciplines, see Statement of Work.
6. FSS/MAS – The Federal Supply Schedule (FSS), Multiple Award Schedule (MAS) is a streamlined contracting vehicle that GSA makes available to all agencies. It consists of a listing of contractors offering similar services at varying prices that are awarded contracts by GSA on the basis of technical and price proposals submitted in response to a formal solicitation.
- 6.7. Ordering Agency – An authorized user of this FSS that may issue a task order to obtain required services under this contract.
- 6.8. Ordering Agency Contracting Officer (OACO) – An employee of a Federal agency or organization authorized and warranted to issue task orders and to make subsequent task order modification(s) under this contract. The OACO has the authority to make initial determinations on all matters of dispute regarding task orders.
- 6.9. Task Order – An order issued in accordance with the terms of the contract that details an agency's specific requirements. An agency's written order to obtain the products and services at the negotiated price. The task order, at a minimum, will include SINS, description of service required, skill categories, hours, price, period of performance, GSA contract number, and agency task order number.
- 6.10. Task Order Proposal – The contractor's bona-fide proposal describing how it intends to accomplish the ordering activity's requirement as stated in the task order request, and at what price.
- 6.11. Task Order Request (Used interchangeably under this schedule with "Request for Quote") – An ordering activity request to provide the products and services of the type described in the contract. The task order requests will ask for a written or oral proposal, however, *no additional* bid and proposal costs may be charged. Oral proposals will be confirmed in writing at the agency's request. The task order request is NOT an actual task order to be acted upon by a contractor until it is agreed to and issued as a task order by the OACO.
- 6.12. Teaming/Partnering – A teaming or partnering relationship is one in which two or more FSS contractors work together to create a team solution to meet a customer's requirements. FAR 9.6 provides guidance on using Contractor Team Arrangements, however, in this solicitation, participation in contractor teaming/partnering arrangements is limited to FSS contractors, either on the same or on different schedules, and all such arrangements are subject to the terms and conditions of the applicable schedule contracts. Such arrangements may also be included under a Blanket Purchase Agreement (BPA). Note: This is not a subcontracting relationship. Additional information on Teaming is included as Attachment II.

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SAFETY

The Contractor shall provide all safety equipment and processes required in performance of the contract. All work shall be conducted in a safe manner and shall comply with all applicable Occupational Safety and Health Administration (OSHA) and other applicable requirements. The Contractor shall demonstrate proactive and innovative safety practices on a continual basis

throughout the contract period.

OUTSOURCING OR PRIVATIZATION OF PROFESSIONAL SERVICES

Task orders may be issued for complete outsourcing or privatization of a single task or any portion of an agency's operations within the scope of the contract. Under this type of an order, the contractor could be expected to provide a wide range of functions including administrative, management and technical. The contractor would be responsible for overall operations including developing a management structure to properly provide the full range of required services; planning, management, direction and supervision of the work activities involved and the personnel performing them; any facilities and/or equipment provided by the government, including the management of facilities and equipment in accordance with the provisions and/or regulations specified in the task order. The individual ordering agency will be responsible for assuring that pertinent governmental guidelines (e.g., OMB Circular A-76) are followed in deciding to use the outsourcing or privatization portion of this schedule.

ADDITIONAL SINS

Throughout the duration of this Multiple Award Schedule, the Government may identify and add new SINS. If a SIN is added, proper notification will be given to all eligible sources through the issuance of a refreshed solicitation.

Handout Number 2

GSA Contract No. GS-10F-0266K for Environmental Advisory Services – Worldwide

ADDENDUM TO 52.212-4

STATEMENT OF WORK FOR ENVIRONMENTAL ADVISORY SERVICES

DEFINITIONS:

Commercial Item: Any item that is of a type customarily used for non-governmental purposes and that has been sold, leased or licensed to the general public (FAR 2.101).

Environmental Assessment: An environmental analysis prepared pursuant to the National Environmental Policy Act to determine whether a federal action would significantly affect the environment and thus require a more detailed environmental impact statement.

Environmental Audit: An independent assessment of the current status of a party's compliance with applicable environmental requirements or of a party's environmental compliance policies, practices, and controls.

Environmental/Ecological Risk: The potential for adverse effects on living organisms associated with pollution of the environment by effluents, emissions, wastes, or accidental chemical releases; energy use; or the depletion of natural resources.

Environmental Equity/Justice: Equal protection from environmental hazards for individuals, groups, or communities regardless of race, ethnicity, or economic status. This applies to the development, implementation, and enforcement of environmental laws, regulations, and policies, and implies that no population of people should be forced to shoulder a disproportionate share of negative environmental impacts of pollution or environmental hazard due to a lack of political or economic strength levels.

Environmental Exposure: Human exposure to pollutants originating from facility emissions. Threshold levels are not necessarily surpassed, but low-level chronic pollutant exposure is one of the most common forms of environmental exposure.

Environmental Impact Statement: A document required of federal agencies by the National Environmental Policy Act for major projects or legislative proposals significantly affecting the environment. A tool for decision making, it describes the positive and negative effects of the undertaking and cites alternative actions.

Environmental Management: Management of activities within tolerable constraints imposed by the environment itself, and with full consideration of ecological factors; management of the enterprise to achieve survival, profitability, growth and social responsibility; essentially preventive rather than retro-fitting.

Environmental Site Assessment: The process of determining whether contamination is present on a parcel of real property.

FSS: The Federal Supply Schedule is a streamlined contracting vehicle that GSA makes available for all agencies. It consists of a roster of contractors that are approved by GSA on the basis of technical and price proposals submitted in response to a formal solicitation.

Pollution: Generally, the presence of a substance in the environment that because of its chemical composition or quantity prevents the functioning of natural processes and produces undesirable environmental and health effects. Under the Clean Water Act, for example, the term has been defined as the man-made or man-induced alteration of the physical, biological, chemical, and radiological integrity of water and other media.

Pollution Prevention: Identifying areas, processes, and activities which create excessive waste products or pollutants in order to reduce or prevent them through, alteration, or eliminating a process.

Sales: Sales order, contract, shipment, invoice, actual recorded sales or other records, so long as the method of reporting used is consistent, provides an accurate indication of sales activity, and is verifiable.

Subcontractor: Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

Support Products: Those products used in support of services offered through this schedule. They could include workbooks, training manuals, slides, videotapes, cd-roms, overhead transparencies, etc.

GSA Contract No. GS-10F-0266K for Environmental Advisory Services – Worldwide

Scope of Work:

The GSA is soliciting Environmental Planning, Compliance, and Training Services to enable government agencies to meet their environmental needs. These services are distinct from engineering, design, and cleanup. **This schedule will not incorporate any service for excavating or cleanup of a hazardous waste site.**

Every Federal Agency has the requirement to comply with environmental laws and regulations. This schedule will provide them with quick and easy access to contractors who can help them meet their needs. Some examples of these laws are:

National Environmental Policy Act (NEPA)	Fish & Wildlife Coordination Act
Clean Water Act	National Historic Preservation Act
Clean Air Act	Archeological & Historic Preservation Act
Endangered Species Act	Pollution Prevention Act
Safe Drinking Water Act (RCRA)	Resource Conservation and Recovery Act
Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)	

There are also relevant Executive Orders dealing with such topics as: Wetlands, Floodplains, Farmland Protection & Environmental Justice

Offerors shall propose services to support agencies in meeting these requirements. Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' environmental needs. This may include studies, analyses and documentation of results. This also may include evaluation of new technologies and development of automated systems to support consulting areas. Training courses may include, but are not limited to, conventional methods and computer-based interactive courses, customized or standardized, on or off site.

The Contractor shall be required to furnish all equipment, labor, supplies and supervision, and perform all operations necessary to successfully complete these services.

The Contractor, at the Contractor's expense, agrees to maintain, during the continuance of this contract, all insurance required by law.

Detailed Statement of Work:

Before placing a Task Order against this schedule, agencies shall prepare a Request For Quote/Proposal, with a detailed Statement of Work (SOW) and identifying evaluation factors. In order to assure that the data collected or interpreted will be of the type and quality needed by the agency, the regulations at FAR 46.2, Contract Quality Requirements, will customarily apply to services obtained under this schedule. The U.S. Environmental Protection Agency has guidance available on planning for and obtaining data and analyses of adequate quality to support Federal decision-making. This guidance may be accessed on the Internet at <http://es.epa.gov/ncerqa/qa>.

In order to be considered for an award of a Task Order, contractors must respond to the RFQ/RFP.

Qualified contractors may propose to offer a full range of services to support the requirements specified in the Scope of Work and Special Item Numbers.

The following are examples of tasks that may be performed under each Special Item Number (SIN). These are examples only and are not meant to exclude or limit any authentic environmental service under this Federal Supply Schedule. Examples include but are not limited to the following:

SIN 899-1 – Environmental Planning Services & Documentation:

Any planning services, environmental management activities, or preparation of the documentation related to such. May include any new technologies or automated systems intended to assist with consulting performed under this SIN. Examples of major categories consulting may fall under include, but are not limited to:

Environmental Impact Statements & Assessments under the National Environmental Policy Act

As specified in the Task Order, the Contractor shall perform activities such as data identification, data collection (including site visits and interviews), data development, and data interpretation; sampling and analysis; preparation of human health risk and environmental impact evaluations and reports; preparation of expert testimony; and preparation of material for and attendance at public meetings and public hearings (including scoping meetings). This may include National Surveys (i.e. assisting federal agencies in planning and conducting national assessments of wastewater and sludge (biosolids)).

Endangered Species, Wetlands, Watersheds and other Natural Resource Management Plans, Studies and Consultations

As specified in the Task Order, the Contractor shall review any existing reports and management plans; coordinate with U.S. Fish & Wildlife Service; contact appropriate state office for information; perform surveys; use the results of data collection to prepare reports/maps.

Archeological, Historic and other Cultural Resources Management Plans, Studies, and Consultations

As specified in the Task Order, the Contractor shall conduct resource surveys/studies; evaluate resource data; prepare appropriate nominations/reports; prepare Management Plans.

Economic, Technical, and Risk Analyses in Support of Environmental Needs

As specified in the Task Order, the Contractor shall conduct analyses of options under consideration for environmental actions. The Contractor shall perform activities such as data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses.

Environmental Program Management

As specified in the Task Order, the Contractor shall manage environmental programs including program/project planning, management support, technical document review, quality assurance oversight, community relations/outreach support, data collection, data development. This may include environmental justice issues, environmental web site development, ISO 14000 program development, or preparation of environmental program brochures and materials.

Environmental Regulation Development

As specified in the Task Order, the Contractor shall assist in the development of environmental regulations, to include data collection, data analysis, publishing for public comments, analyzing and responding to public comments, holding public hearings, and finalizing regulations. Alternatively, the contractor may represent an agency by reviewing proposed environmental regulations and assisting in the development of comments, tracking the submission of these comments, representing the agency at public hearings, and reporting on the finalizing of the regulations.

SIN 899-2 – Environmental Compliance Services

Any consulting related to environmental compliance including development of environmental regulations, interpreting environmental regulations, develop plans to meet environmental regulations, or auditing to determine compliance with environmental regulations. May also include the review of new technologies and automated systems in support of environmental compliance activities performed under this SIN. Examples of major categories consulting may fall under include, but are not limited to:

Environmental Compliance Audits

As specified in the Task Order, the Contractor shall determine all applicable public law and statutes, agency and command regulations/directive, and other Federal, state and local regulations

and apply as required to conduct audit. Contractor shall evaluate findings and prepare necessary documentation/reports. Conduct complete out-briefs.

Compliance Management Planning

As specified in the Task Order, the Contractor shall develop Management Plans that will cover policy; planning; implementation and operation; checking and corrective action; and management review.

Pollution Prevention Surveys

As specified in the Task Order, the Contractor shall conduct pollution prevention surveys; develop pollution prevention plans; evaluate the economics and technical feasibility of process changes and recycling alternatives; and create databases to track progress in achieving pollution prevention goal.

SIN 899-4 – Waste Management Services

As specified in the Task Order, the Contractor shall conduct analyses of options under consideration for Waste Management Services. The Contractor shall perform activities such as data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Services include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses. May also include review of new technologies for managing waste or automated systems for tracking and handling waste that are recommended as a result of the consulting performed under this SIN.

SIN 899-5 – Hazardous Materials Management Advisory Services

As specified in the Task Order, the Contractor shall provide Hazardous Materials Management Advisory Services. These services may include, but are not limited to, the furnishing of Material Safety Data Sheets (MSDS) by Compact Disc, On-Line via Internet, Mail or Facsimile (FAX); Reporting and Compliance Software, Hazardous Materials Tracking Software and other related software/services, establishing hazardous materials inventories and tracking systems, and the development of emergency response plans. Services related to hazardous waste characterization, identification, tracking, should be bid under SIN 899-4.

SIN 899-7 - GIS:

As specified in the task order, the contractor shall provide services which may include but are not limited to the following operational services, advice, or guidance in support of agencies environmental program utilizing GIS; Mapping and Cartography, Natural Resource Planning, Migration Pattern Analysis, Pollution Analysis, Site Selection, and Emergency Preparedness Planning.

SIN 899-99 - New Technology

Not identified in SINs 1 through 6 but still within the scope

New/improved service that has the potential to provide more economical or efficient means for Federal Agencies to accomplish their missions. The services offered does not fit under any other existing SIN. Research and Development of new technologies is not within the scope of this SIN the references selected, interview methods used, or the results reported. If the Offeror has concerns with the review results, comments should be made to the Contracting Officer for disposition.

Coming Soon - SIN 899-8 – Remediation

GSA is in the process of adding this capability to this contract. It should be available in or around July 2001.

Handout Number 3

For the GSA Contracts

H-FSS-969 (TFT) ORDERING PROCEDURES FOR SERVICES

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates. These procedures will be included in each Federal Supply Schedule, as appropriate. They are included in this solicitation for the information of prospective offerors.

Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall—

I. Prepare a Request for Quotes:

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint

Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

II. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

IV The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that

represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(i) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

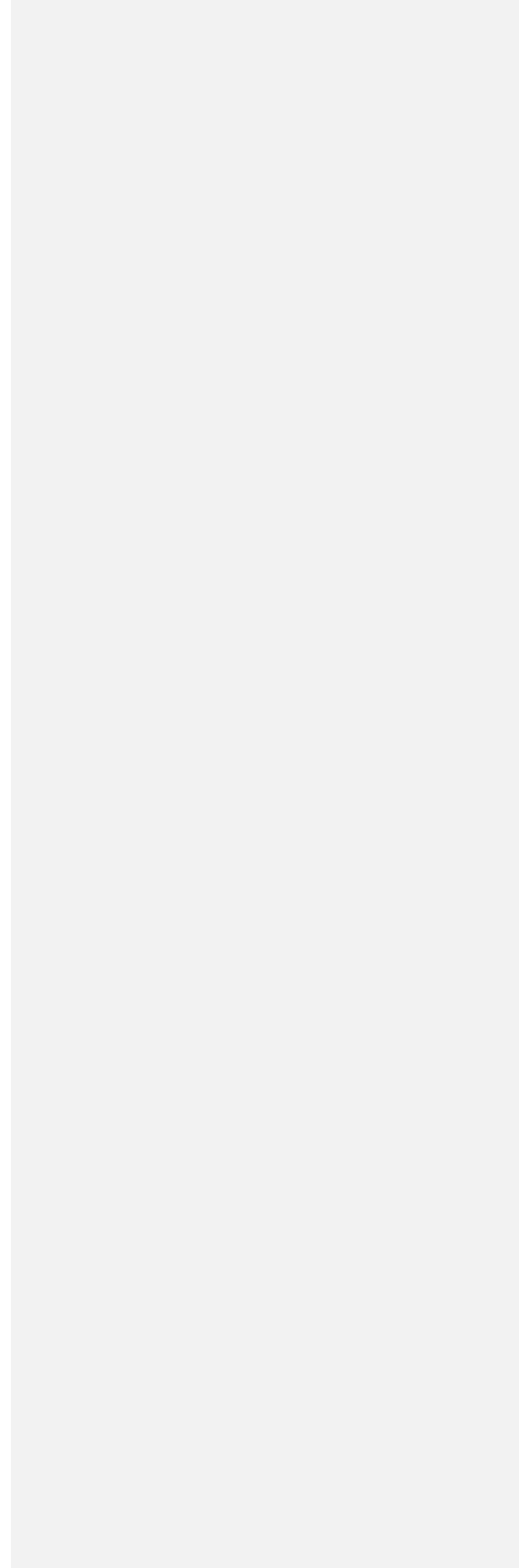
V. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

VI. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VII. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Handout Number 4

In Excel file



Handout Number 5

ARCADIS G&M

CONTRACT GS-10F-0266K Environmental Advisory Services - Worldwide

Order Number	SIN	Client	Order Type	Order \$ Value	Project Title
N68711-01-F-6101	899-1	US Navy	FFP	\$ 135,102	Feasibility Study for the Installation Restoration Program (IRP), Site 17 - Demolished Hanger Area located at NASA Crows landing Flight Facility, CA
F0561101FA044	899-1	Air Force Academy	FFP	\$ 19,400	Update Environmental boilerplate specifications in CSI format, that detail state, local and federal environmental regulations that are to be followed for the contract and house construction services.
1W-2112-NBLX	899-1	EPA	FFP	\$ 6,000	Develop and analyze options for strategy to finalize the 850 guidelines
1W-2601-NBLX	899-1	EPA	FFP	\$ 86,000	Revision of draft OPPTS (OPPT and OPP programs) ecological effects Test guidelines

Handout Number 5

ARCADIS G&M

CONTRACT GS-23F-0339K Professional Engineering Services - Worldwide

Order Number	SIN	Client	Order Type	Order \$ Value	Project Title
01PE810319	871-4	Bureau of Reclamation	T&M	\$ 49,880	Further development and field demonstration of a practical treatment technology for gas supersaturated water by using the novel approach of microbubble generation.